
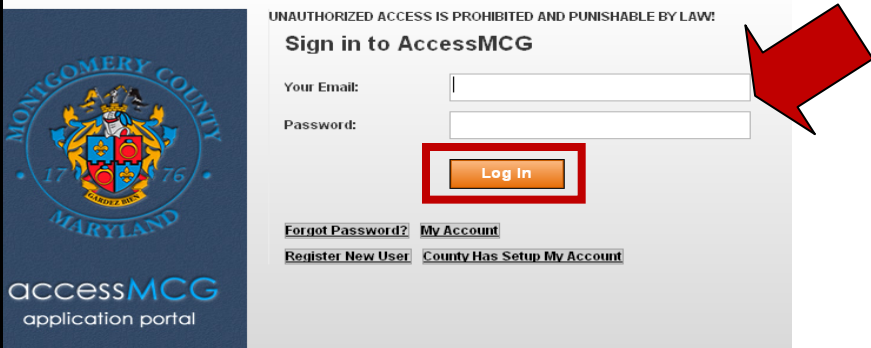



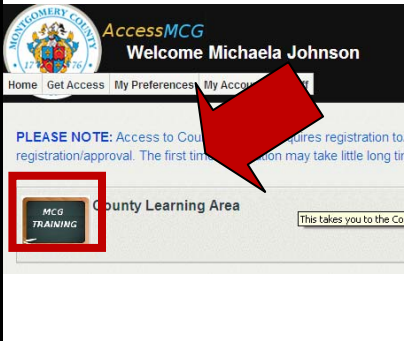

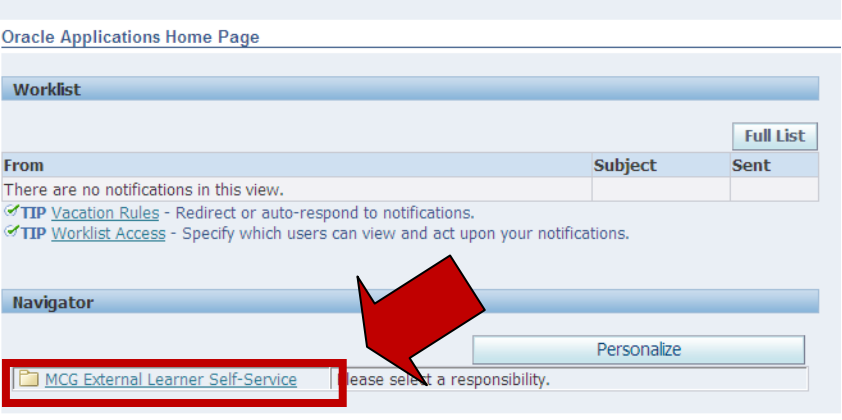

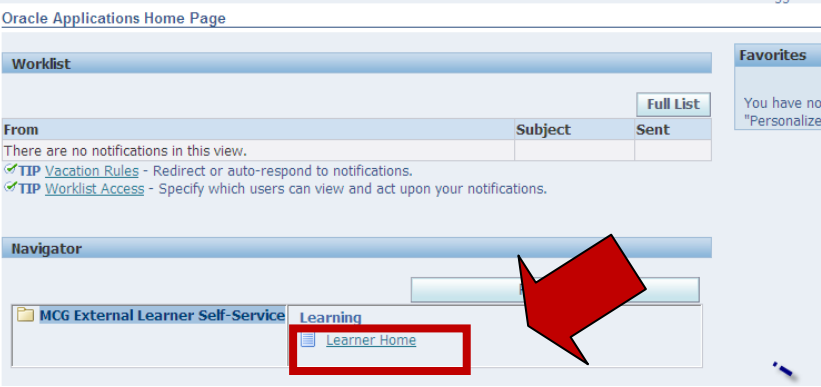


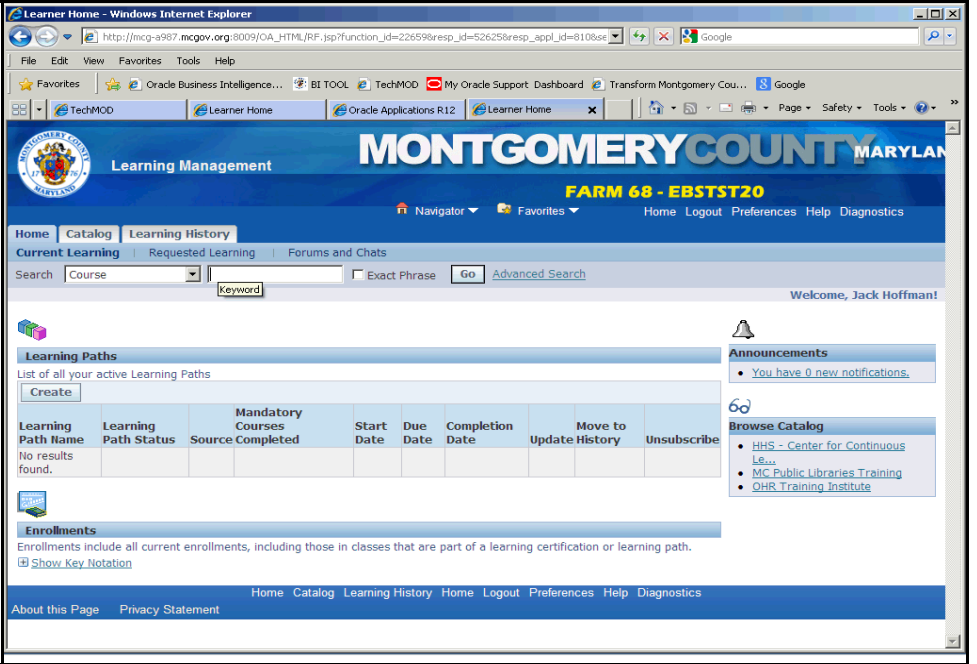


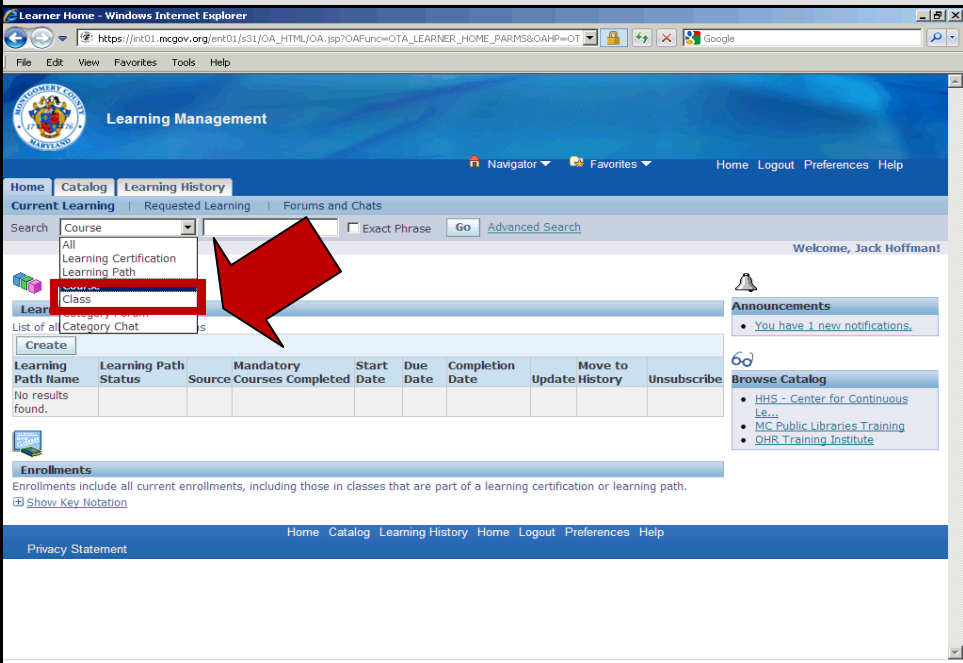
## ENROLLING IN A Class through AccessMCG (MCG Non-Employees Only)

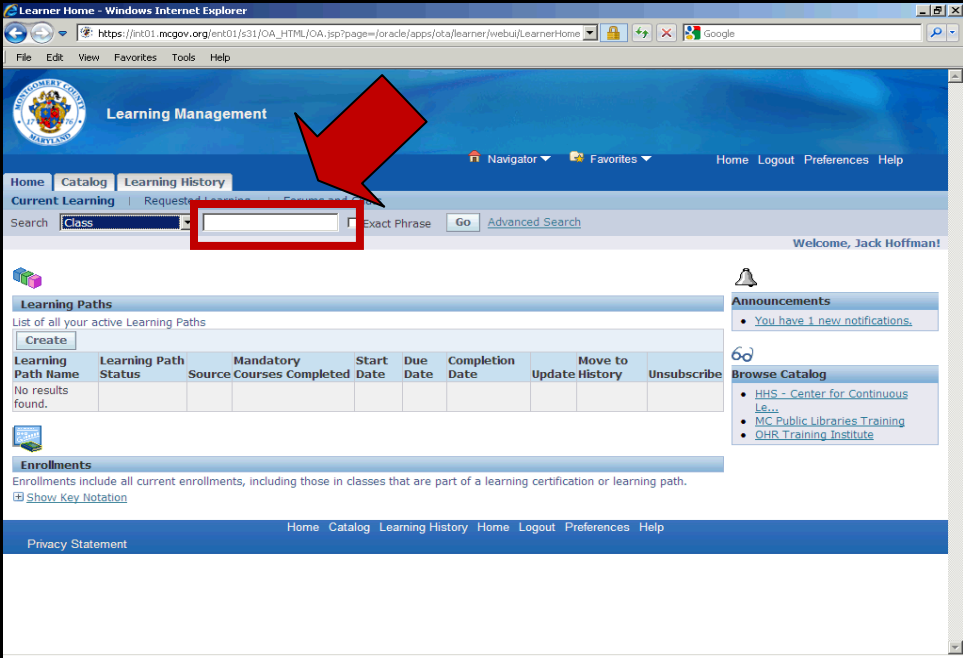
Step	Action	
1.	Go to AccessMCG: <a href="http://www.montgomerycountymd.gov">www.montgomerycountymd.gov</a> > Click <b>Online Services</b> , a menu will drop down > find <b>AccessMCG</b> and click the link.	
2.	<p>Enter in your username and password</p> <p>Click Login Button</p> <p>Click Login Button</p> <p><u>If you have not set-up a Username and Password</u>, click “Register New User”. To assist you in this process, you will find instructions for the registration process at <a href="#">OHR Training</a>. Look for “Instructions for Non-Employees to Request Access to MCG Catalogs”. Once you have approval, you can continue this process.</p>	


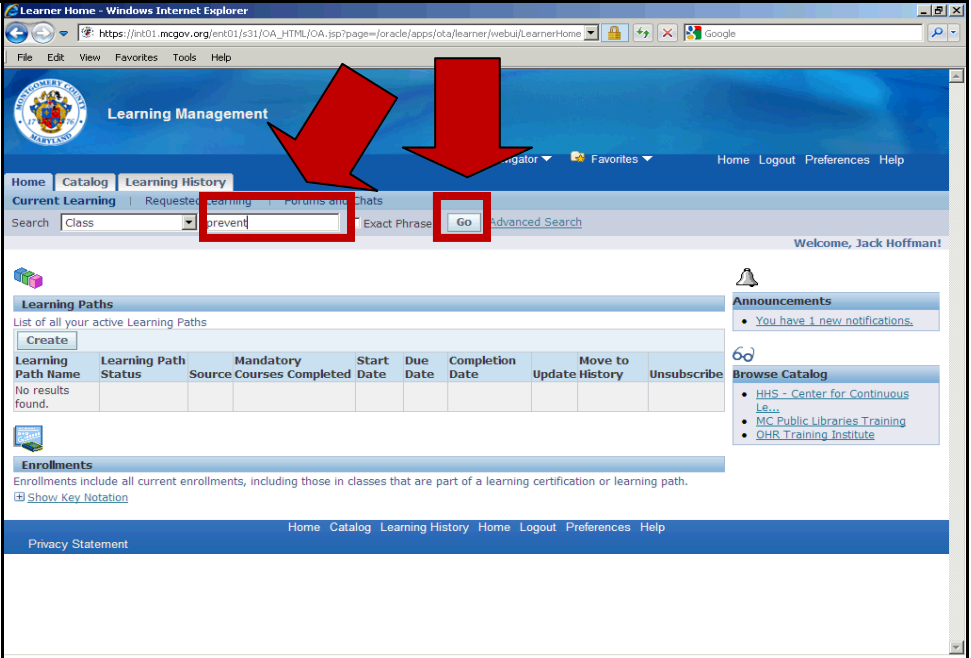
Step	Action	
3.	<p>Click on the follow links:</p> <p>(1) <b>Human Resources Services</b> Another window will open</p> <p>(2) <b>County Learning Services</b> Another window will open</p> <p>(3) <b>MCG Training</b></p>  <p>The Oracle Learning Management Page will open</p>	  


Step	Action							
3.	Click the MCG External Learner Self-Service link.  <a href="#">MCG External Learner Self-Service</a>	 <p>Oracle Applications Home Page</p> <p>Worklist</p> <p>Full List</p> <table border="1"> <thead> <tr> <th>From</th> <th>Subject</th> <th>Sent</th> </tr> </thead> <tbody> <tr> <td colspan="3">There are no notifications in this view.</td> </tr> </tbody> </table> <p>✓TIP <a href="#">Vacation Rules</a> - Redirect or auto-respond to notifications.  ✓TIP <a href="#">Worklist Access</a> - Specify which users can view and act upon your notifications.</p> <p>Navigator</p> <p>Personalize</p> <p> <a href="#">MCG External Learner Self-Service</a> Please select a responsibility.</p>	From	Subject	Sent	There are no notifications in this view.		
From	Subject	Sent						
There are no notifications in this view.								
4.	Click the <b>Learner Home</b> link. <a href="#">Learner Home</a>	 <p>Oracle Applications Home Page</p> <p>Worklist</p> <p>Full List</p> <table border="1"> <thead> <tr> <th>From</th> <th>Subject</th> <th>Sent</th> </tr> </thead> <tbody> <tr> <td colspan="3">There are no notifications in this view.</td> </tr> </tbody> </table> <p>✓TIP <a href="#">Vacation Rules</a> - Redirect or auto-respond to notifications.  ✓TIP <a href="#">Worklist Access</a> - Specify which users can view and act upon your notifications.</p> <p>Navigator</p> <p> <a href="#">MCG External Learner Self-Service</a> Learning</p> <p> <a href="#">Learner Home</a></p> <p>Favorites</p> <p>You have no "Personalize"</p>	From	Subject	Sent	There are no notifications in this view.		
From	Subject	Sent						
There are no notifications in this view.								

Step	Action	
5.	<p>Your Learner Home page displays. From here, find the class you want by using any of the following functions:</p> <ul style="list-style-type: none"> <li>• Browse Catalog links</li> <li>• Catalog tab</li> <li>• Search function</li> </ul>	

Step	Action	
6.	From your OLM Home page, click the <b>Search</b> list and use the drop down to select Class.	

Step	Action	
7.	Click in the Search field.	


Step	Action	
8.	<p>Type in the name of the class, or part of the name into the Search field and hit GO.</p> <p></p>	

Step	Action
9.	<p>Find the Class you want to enroll in and click on the Enroll button.</p> 

Classes - Windows Internet Explorer

https://int01.mc.gov.org/ent01/s31/OA\_HTML/OA.jsp?page=/oracle/apps/ota/learner/webui/LearnerHome

File Edit View Favorites Tools Help

 Learning Management

Navigator Favorites Home Logout Preferences

Home Catalog Learning History







Search Class prevent Exact Phrase Go Advanced Search

Home Current Learning >

Classes

Click the links to see details. For different results please re-enter Search Criteria.

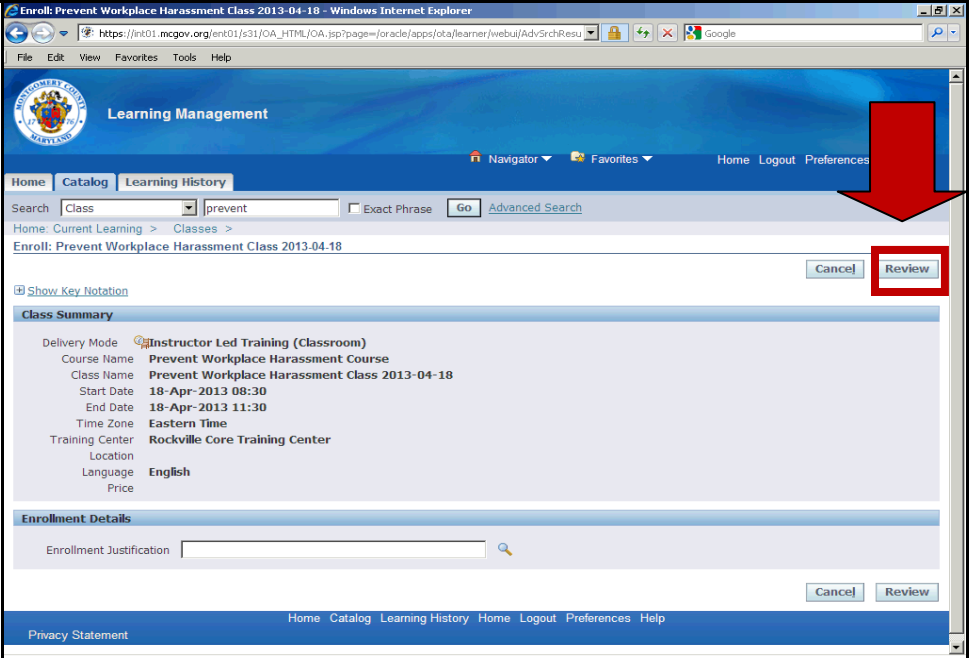
Show Key Notation

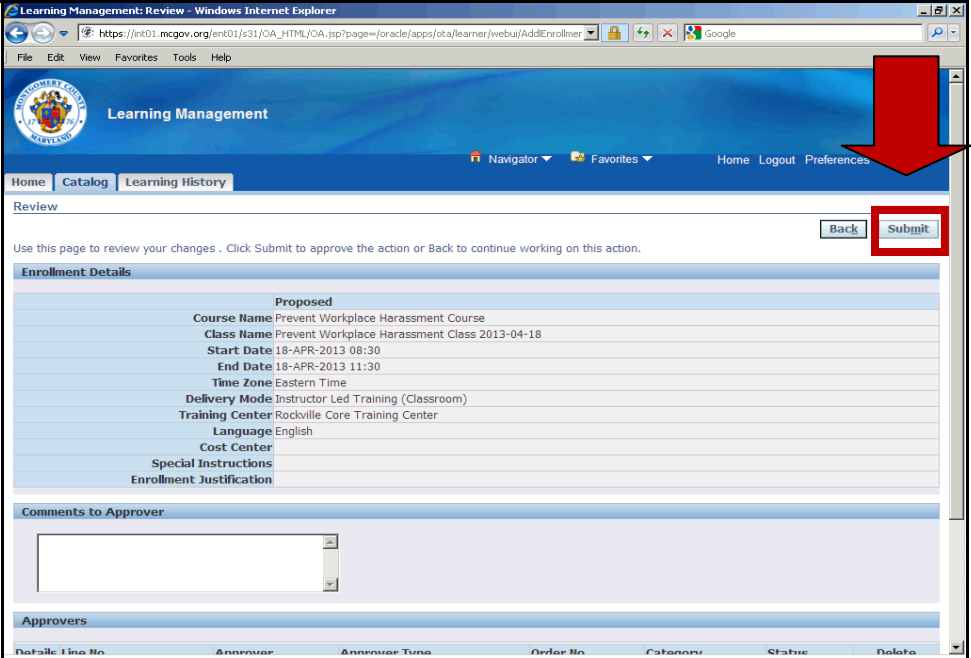
Course Name	Class Name	Delivery Mode	Location Center	Training Center	Start Date	Start Time	Time Zone	Language	Class Status	Enrollment Status	Enroll
<a href="#">Prevent Workplace Harassment Course</a>	<a href="#">Prevent Workplace Harassment Class 2013-04-18</a>	 Instructor Led Training (Classroom)		Rockville Core Training Center	18-Apr-2013	08:30	Eastern Time	English	Normal	Not Enrolled	
<a href="#">Prevent Workplace Harassment Course</a>	<a href="#">Prevent Workplace Harassment Class 2013-05-01</a>	 Instructor Led Training (Classroom)		Rockville Core Training Center	01-May-2013	13:00	Eastern Time	English	Normal	Not Enrolled	
<a href="#">Prevent Workplace Harassment Course</a>	<a href="#">Prevent Workplace Harassment Class 2013-06-04</a>	 Instructor Led Training (Classroom)		Rockville Core Training Center	04-Jun-2013	08:30	Eastern Time	English	Normal	Not Enrolled	

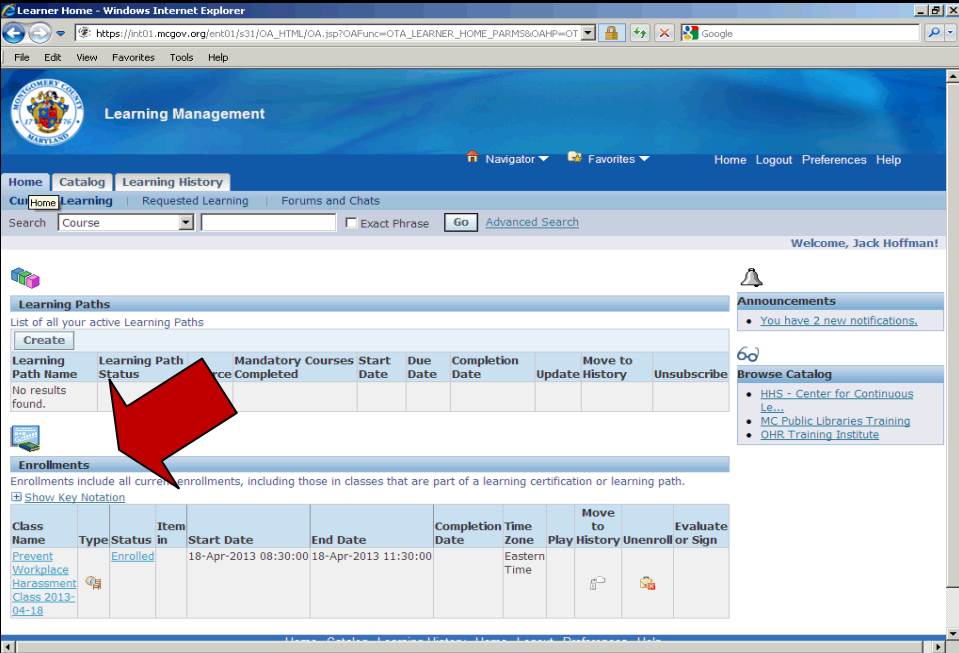
Home Catalog Learning History Home Logout Preferences Help

Privacy Statement

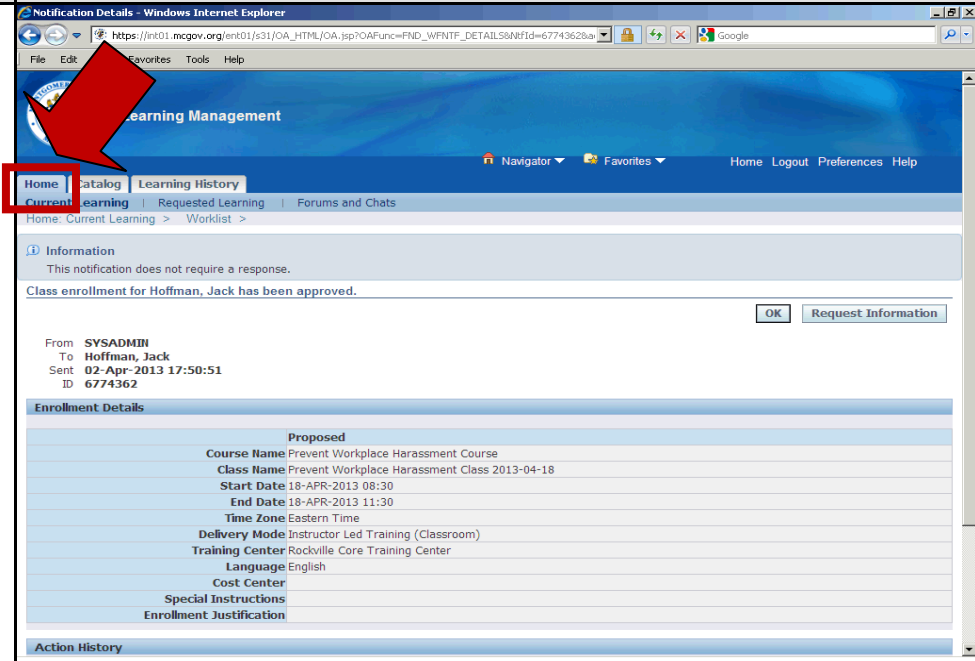


Step	Action	
10.	Review the Enrollment details and click the Review button.	 <p>The screenshot displays the 'Enroll: Prevent Workplace Harassment Class 2013-04-18' page. The browser window shows the URL 'https://int01.mc.gov.org/ent01/s31/OA_HTML/OA.jsp?page=/oracle/apps/ota/learner/webui/Adv5rchResu'. The page features a 'Learning Management' header with navigation links like 'Home', 'Catalog', and 'Learning History'. A search bar is present with the text 'prevent' and a 'Go' button. The 'Enrollment Details' section includes a text input for 'Enrollment Justification' and a search icon. The 'Class Summary' section provides course information: Delivery Mode (Instructor Led Training), Course Name (Prevent Workplace Harassment Course), Class Name (Prevent Workplace Harassment Class 2013-04-18), Start Date (18-Apr-2013 08:30), End Date (18-Apr-2013 11:30), Time Zone (Eastern Time), Training Center (Rockville Core Training Center), Location, Language (English), and Price. A red arrow points to the 'Review' button in the top right corner of the page.</p>

Step	Action	
11.	Review the verification details of the class and click the Submit button.	 <p>Learning Management: Review - Windows Internet Explorer</p> <p>https://int01.mc.gov.org/int01/s31/OA_HTML/OA.jsp?page=/oracle/apps/ota/learner/webui/AddEnrollmer</p> <p>File Edit View Favorites Tools Help</p> <p>Learning Management</p> <p>Navigator Favorites Home Logout Preferences</p> <p>Home Catalog Learning History</p> <p>Review</p> <p>Back Submit</p> <p>Use this page to review your changes . Click Submit to approve the action or Back to continue working on this action.</p> <p>Enrollment Details</p> <p>Proposed</p> <p>Course Name Prevent Workplace Harassment Course</p> <p>Class Name Prevent Workplace Harassment Class 2013-04-18</p> <p>Start Date 18-APR-2013 08:30</p> <p>End Date 18-APR-2013 11:30</p> <p>Time Zone Eastern Time</p> <p>Delivery Mode Instructor Led Training (Classroom)</p> <p>Training Center Rockville Core Training Center</p> <p>Language English</p> <p>Cost Center</p> <p>Special Instructions</p> <p>Enrollment Justification</p> <p>Comments to Approver</p> <p>Approvers</p> <p>Details Line No Approver Approver Type Order No Category Status Delete</p>

Step	Action	
12.	On your home page, you can see your enrollments under your Enrollments section.	 <p>The screenshot shows the 'Learner Home' page in a Windows Internet Explorer browser. The page title is 'Learner Home - Windows Internet Explorer'. The URL is 'https://int01.mcgov.org/ent01/s31/OA_HTML/OA.jsp?OAFunc=OTA_LEARNER_HOME_PARM&amp;OA#P=OT'. The page features a 'Learning Management' header with a navigation bar including 'Home', 'Catalog', and 'Learning History'. Below the header, there is a search bar and a welcome message 'Welcome, Jack Hoffman!'. The main content area is divided into sections: 'Learning Paths' (with a 'Create' button and a table showing 'No results found'), 'Enrollments' (with a 'Show Key Notation' link and a table showing one enrollment), and 'Announcements' (with a notification 'You have 2 new notifications'). A red arrow points to the 'Enrollments' section.</p>

Step	Action	
13.	You will also see a new notification on your Learner Home page. This is a hyperlink, so you can click on it to review your enrollment details.	<p>The screenshot shows the 'Learner Home' interface. A red arrow points to a notification box in the top right corner that says "You have 2 new notifications." The page includes a 'Confirmation' message about a class enrollment request and a table for 'Learning Paths' which currently shows 'No results found.' Below that is an 'Enrollments' section with a table header including 'Class Name', 'Type', 'Status', 'Item In', 'Start Date', 'End Date', 'Completion Time', 'Zone', 'Move to Play History', 'Unenroll', and 'Evaluate'.</p>

Step	Action																									
14.	<p>This page displays with detailed enrollment information.</p> <p>To return to your Learner home page, click the home tab.</p> <p>DO NOT use the browser's back button.</p>	 <p>The screenshot shows a web browser window titled "Notification Details - Windows Internet Explorer". The address bar shows the URL: <code>https://int01.mcgov.org/int01/s31/OA_HTML/OA.jsp?OAFunc=FND_WFNTP_DETAILS&amp;NfId=6774362&amp;...</code>. The page header includes "Learning Management" and navigation links: "Home", "Logout", "Preferences", "Help". Below the header is a navigation bar with tabs: "Home", "Catalog", "Learning History", "Current Learning", "Requested Learning", and "Forums and Chats". The "Home" tab is highlighted with a red box, and a red arrow points to it. The main content area displays a notification: "Class enrollment for Hoffman, Jack has been approved." with "OK" and "Request Information" buttons. Below the notification is a table titled "Enrollment Details" with columns for "Proposed" and "Action History". The table contains the following information:</p> <table><thead><tr><th colspan="2">Proposed</th></tr></thead><tbody><tr><td>Course Name</td><td>Prevent Workplace Harassment Course</td></tr><tr><td>Class Name</td><td>Prevent Workplace Harassment Class 2013-04-18</td></tr><tr><td>Start Date</td><td>18-APR-2013 08:30</td></tr><tr><td>End Date</td><td>18-APR-2013 11:30</td></tr><tr><td>Time Zone</td><td>Eastern Time</td></tr><tr><td>Delivery Mode</td><td>Instructor Led Training (Classroom)</td></tr><tr><td>Training Center</td><td>Rockville Core Training Center</td></tr><tr><td>Language</td><td>English</td></tr><tr><td>Cost Center</td><td></td></tr><tr><td>Special Instructions</td><td></td></tr><tr><td>Enrollment Justification</td><td></td></tr></tbody></table> <p>Below the table is an "Action History" section.</p>	Proposed		Course Name	Prevent Workplace Harassment Course	Class Name	Prevent Workplace Harassment Class 2013-04-18	Start Date	18-APR-2013 08:30	End Date	18-APR-2013 11:30	Time Zone	Eastern Time	Delivery Mode	Instructor Led Training (Classroom)	Training Center	Rockville Core Training Center	Language	English	Cost Center		Special Instructions		Enrollment Justification	
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For more detailed information including step by step instructions, please to the OHR Training Webpage

<http://www.montgomerycountymd.gov/ohr/training/training.html>